



Performance Management Task Step Progression Details



Annual Performance Plan Step Progression	Step Days
Evaluator Review	Required 10 days
Self Review	Optional 5 days
Evaluator Goal Review Confirmation	Required 3 days
Next Line Supervisor Review	Required 5 days
Evaluator Discussion and Acknowledgment	Required 5 days
Employee Acknowledgment	Required 3 days
	<i>Compliance Date 1/31</i>

Mid-Year Interim Review Step Progression	Step Days
Self Review	Optional 5 days
Evaluator Review	Required 10 days
Next Line Supervisor Review	Optional 5 days
Evaluator Discussion and Acknowledgment	Required 5 days
Employee Acknowledgment	Required 5 days
	<i>Compliance Date 7/31</i>

Year-End Interim Review/Final Evaluation Step Progression	Step Days
Self Review	Optional 5 days
Evaluator Review	Required 5 days
Evaluator Discussion and Acknowledgment	Required 4 days
Employee Acknowledgment	Required 2 days
Evaluator Rating	Required 3 days
Next Line Supervisor Review	Required 5 days
Evaluator Discussion and Acknowledgment	Required 5 days
Employee Acknowledgment	Required 2 days
	<i>Compliance Date 1/31</i>

New Position Performance Plan Step Progression	Step Days
Evaluator Review	Required 10 days
Self Review	Optional 5 days
Evaluator Goal Review Confirmation	Required 3 days
Next Line Supervisor Review	Required 5 days
Evaluator Discussion and Acknowledgment	Required 3 days
Employee Acknowledgment	Required 5 days
	<i>Should be completed within 30 days of receiving employee and prior to any other phase</i>

Performance Improvement Plan (PIP) Step Progression	Step Days
Evaluator PIP Initiation	Required 1 day
Next Line Supervisor Review	Required 5 days
Employee Acknowledgment	Optional 5 days
Evaluator Initial Follow-up <i>(30 days after employee sign)</i>	Required 10 days
Employee Acknowledgment	Optional 5 days
Evaluator Additional Follow-up <i>(30 days after employee sign)</i>	Required 5 days
Employee Acknowledgment	Optional 5 days

Reconsideration Step Progression	Step Days
Self Review	Required 1 calendar day
Evaluator Review	Required 7 calendar days
Next Line Supervisor Review	Required 14 calendar days
System Admin Re-open	Required 7 calendar days
Evaluator Acknowledgment	Required 7 calendar days
Employee Acknowledgment	Required 7 calendar days

***Evaluator and Employee are required to comply with dates and requirements in regulation 101 KAR 2:190**